

## **JOB DESCRIPTION OF THE STATE ETHICS COMMISSION**

### **EXECUTIVE SECRETARY**

The Executive Secretary is the chief administrative officer of the State Ethics Commission (“SEC”). The Executive Secretary carries out the powers, duties and responsibilities delegated to the SEC under the Ethics in Government Act, O.C.G.A. § 21-5-1, etc., as amended, and as set forth in the Rules of the SEC (hereinafter collectively referred to as the “Act”). The Executive Secretary’s duties and responsibilities include:

Implementing the SEC’s policies, procedures and strategic plan, and developing and making recommendations for improvements of the same;

Developing and managing the SEC’s budget;

Managing and directing the day-to-day operations of the SEC, which include ensuring that the SEC fulfills its duties under the Act as to campaign registration and disclosure, financial disclosures, lobbyist registration and reporting, and vendor gift disclosure; supervising and directing the SEC’s staff; and making staffing and other recommendations to facilitate the fulfillment of the SEC’s duties and responsibilities;

Creating and putting on programs to educate public officials, lobbyists and others as to their obligations and responsibilities under the Act;

Interacting with other state agencies and entities, including the General Assembly and the Governor’s Office, on behalf of the SEC; and working with the General Assembly and Governor’s Office to obtain necessary appropriations and budget allocations for the SEC;

Ensuring that complaints filed with the SEC conform with the Act; determining what matters to bring before the SEC for further investigation; directing and managing the thorough, accurate and timely investigation of all matters appropriately before the SEC; and discharging these responsibilities by properly and appropriately utilizing the procedures and processes provided for in the Act;

Presenting cases at the preliminary hearing stage to the SEC; initiating the resolution of matters before the SEC; drafting and reviewing proposed Consent Orders, compliance agreements and dismissal orders; coordinating and liaising with the Attorney General’s Office for the preparation of cases set down for Administration Procedure Act hearings;

Reporting suspected violations of law to the appropriate law enforcement authority;

Interacting with the media on behalf of the SEC by responding to inquiries concerning the status of various cases and proceedings, and providing general information about duties and obligations under the Act and related information;

Preparing and publishing instruction manuals, forms, summaries of reports and technical studies; and

Drafting proposed rules, regulations and SEC advisory opinions in accordance with the Act.

Minimum Qualifications:

Bachelor's degree in Business, Public Administration, Criminal Justice, or in other closely related fields of study **and at least** seven years work experience with large-scale ethics programs, or in campaign finance disclosure and reporting or other related regulatory fields; and familiarity with governmental budgeting processes.

Preferred Qualifications:

Masters/graduate degree in Business, Public Administration, Criminal Justice, or in other closely related fields of study **and at least** seven years work experience with large-scale ethics programs, or in campaign finance disclosure and reporting or other related regulatory fields; and experience with governmental budgeting processes.

Compensation Package:

- Starting Salary - \$89,000, subject to upward adjustment based on qualifications and experience.
- Health Insurance and state retirement plan eligibility.